October 1993

ISD News and Views

Table of Contents

Agency Spotlight

Montana Driver Licensing and ID Card Project

Montana driver licenses and state issued iden-
tification cards will soon be sporting a new
look. The 53rd Legislature enacted HB397
directing the Department of Justice, Motor
Vehicle Division, to improve the security of
Montana driver licenses and to provide a means
of automatic access to the information found on
the face of the cards.

The new licenses will feature a holographic im-
age, a digitized photograph and a magnetic
stripe. The hologram will discourage attempts
to produce fraudulent cards and any attempt to
modify (delaminate) the card will result in the
destruction of the card.

The photograph will be digitized and im-
mediately viewable - meaning - no more awful
driver license photographs. More importantly,
the Department of Justice will be able to pro-
duce higher quality, more timely, investigative
photographs for law enforcement agencies.

The magnetic stripe will contain the same infor-
mation found on the face of the licenses. The
inclusion of the magnetic stripe will equate to
fewer keystrokes, more accurate data, and assist
in the positive identification process for those
systems that rely on this information.

--Karen Nelson, Department of Justice

State Signs Computer Books Contract

Central Stores/Purchasing and Supply has recently signed a contract with a major computer book distributor which allows state agencies to purchase computer books at a significant discount. The publishing companies included under this contract are QUE, SAMS, BRADY, NRP, and HAYDEN, all of which are owned by Prentice-Hall Publishing. There is no minimum size order, and the discount applies to all books in an order, as long as they come from one of the publishers mentioned above. There are two methods for ordering books from Prentice-Hall. First, you can contact Jim Nelson at Central Stores, 444-4514, and place orders through him. Central Stores will be stocking a few titles, and will be able to obtain all other titles from any of the publishing companies mentioned above. When ordering through Central Stores there will be a small charge to cover their expenses for shipping, handling, and stocking. Agencies will also be able to order directly from Prentice-Hall by faxing orders to 800-448-3804, ATTN: Jeff Lingle. Catalogues can be obtained by calling 800-428-5331. Contact Jim Nelson of Central Stores at 444-4514, or Denny Knapp of End User Computing at 444-2072, for more details on ordering books from these publishers.

Term Contract Status

Microcomputers

DEC/WYLE

Digital Equipment Corporation (DEC) has introduced two new lines of PC's, the LPv and the LPx. The LPv is a low profile desktop that is designed to run Windows faster. It has 3 slots and 3 bays. The LPx is a power desktop that is Pentium upgradeable, and has 6 slots and 5 bays.

DEC has recently cut prices significantly on several of their existing PC's. Call Brett if you need the latest prices.

Call Steve Priegal at (800) 356-9953, or fax (714) 753-9988 with availability, delivery times, and technical concerns.

DELL

Dell has introduced three new lines, the NetPlex 486/P, OptiPlex 486/MX, and the Dimension XPS. The NetPlex is designed specifically as a network node, and has integrated local bus video and 3 ISA slots. The OptiPlex is designed for full upgradeability, and optimized for business-critical applications. These come with accelerated local bus video, 5 ISA slots and 5 bays. The Dimension XPS is a high performance system utilizing the latest technology. These are configured with a minimum i486 50dx2 processor and 8 MB RAM.

IBM

IBM has introduced a new line, called the Valuepoint Si. These are the entry-level models to the Valuepoint line, and are priced slightly less than the other Valuepoint models. Also announced recently was the addition of high performance monitors, the 14P, 15P, 14V, and 15V. These new monitors boast eye-opening color, clarity, and definition, extensive compatibility, and an energy-saving power management feature. These products have been added to the price list and distributed via ZIP!Mail.

Laser Printers

Due the shortage of resin used in the manufacture of memory modules, the price of memory used in the HP laser printers has increased. A new price sheet has been sent via electronic mail. If you need copy of the latest prices, call Brett (0515). For technical questions or product availability call Earl at Computerland (329-7660).

Management Information Systems Services

The Information Services Division (ISD) has entered into a non-exclusive contract with BDM Technologies, Inc. to provide MIS Services to all State agencies. The contract provides for a wide variety of technical services, including traditional computer systems analysis and programming. In addition, it provides for technical consulting with the objective of providing agencies with maximum flexibility with respect to use of the contract. The contract is written to address a large variation in the size of projects that would be allowed under terms of the contract.

This new service is being provided by the Department of Administration as part of Governor Racicot's initiative to provide greater access to private sector services whenever it can be shown to be cost effective.

In order to utilize this contract, agencies are asked to contact BDM directly with their project needs. Contact Ernie DeHoyos at BDM (449-3410), to set up the initial project parameters. Also, send ISD (Brett Boutin or Jeff Brandt) a brief description of the project, as they are monitoring the usage of this contract.

If you have general questions about this contract call Brett at 444-0515. If you have specific questions about the intended use of the contract and the nature of the agreement with BDM Technologies, Inc, feel free to contact Jeff at 444-3988.

Warranties

In the very competitive PC marketplace, the latest trend is to offer a 3-year warranty on PC's and some peripherals. Digital announced a new 3-year warranty on their entire PC line. This warranty entails first year on-site coverage, then two years of return-to-factory service. A return-to-factory warranty means that you send the equipment to the vendor at your expense, and they will repair it and return it to you at their expense.

IBM offers a free 3-year on-site warranty on all PS/2 models, Thinkpad models 720 & 720C, and PS/2 monitors (14" or larger).

Agencies should factor in the warranty/ maintenance costs (which average about $250.00 per year) when purchasing computers and peripherals.

PC Corner

Explosion at Resin Factory Impacts Marketplace

Dateline: "July 4, 1993 - Explosion rocks Sumitomo Chemical Company factory in Japan." Why would this event be of any concern to us? Well, as Bill Clinton would say, "That's a very good question". The Sumitomo factory was the major producer of an epoxy resin that is crucial in the manufacture of PC components, especially memory chip sets. As a result, the computer marketplace is now suffering a shortage of memory components.

Dell, DEC, and IBM have managed to maintain their prices despite the memory shortage. They are able to do this because they have contracts in place with major suppliers. All of the PC vendors claim they are in good shape and that this "crisis" shouldn't affect the state as far as price and availability.

Hewlett Packard, however, hasn't fared as well. Prices of memory components for Laserjet printers have increased dramatically. This is due to the fact that HP doesn't have a steady supply, and must purchase their memory from the spot market. Currently spot market prices are as much as 100% higher than normal prices. It is anticipated that these prices will flatten out in the next couple of months, and things will return to normal by the end of the year.

Smileys :-)

You may have noticed that some electronic mail messages are concluded with this punctuation sequence :-) or one of many variations such as ;-) . These are called "Smileys", so called because when you tilt your head to the left,

they look like little smiley faces with a colon for eyes and a dash for a nose (the other is called the "winky"). Smileys started showing up about a dozen years ago, but have recently caught on in popularity. Following is a funky little test to see if you can guess these Smiley variations (answers are on another page):

1) :-D
2) B-)
3) :'(
4) {(:-)
5) :-&
6) %-)
7) ':-)
8) (-)
9) *<|:-)
10) +-(:-)
11) :-J
12) =:-)
13) 5:-)
14) [:-)
15) d:-)
16) :8)
17) 3:-O
18) :=8)
19) :-)>-
20) :-{}
21) C|:-=
22) |:['
23) <<<<(:-)
24) 7:^]
25) :-')
26) :*)
27) C=:-)
28) >:-|
29) :-)))
30) C=>:*"))

TECHTALK

Windows Help, Annotation, and Bookmarks

When accessing the on-line Help from any Windows application using the annotation feature to add your own comments can help you remember short cuts and tips.

For example, to create a program item in a Windows group you would normally click on the *File* menu and select *New*. There is an easier way, rather than selecting *File, New*, just hold down the *ALT* key and double click your mouse in the group you wish to add the new program item into. The *Properties* dialog box will be displayed. This short cut is only useful if you remember it! To save the tip in the Windows online help you can add your own annotation to the Help text.

To access Help, from Program Manager, select *Help, Contents*. After the Help window is displayed click your mouse pointer on the *Search* button. Type in "creating program" to position the selected topic on creating program items. Then choose *Show Topics*, select "Creating and Deleting Program Items" and select *Go To*. This will display the Help text for creating and deleting program items. To add your own annotation select *Edit, Annotate*, a dialogue box will be displayed. Type the above short cut into the dialogue box and then click on *Save*. Now a graphical paper clip is displayed before the topic title, in this case "Creating and Deleting Program Items". To access your annotation you simply double click on the paper clip.

This sounds great but you probably would rather not follow all of the above steps every time you need to remember your so called short cut. Not to worry, Help allows you to place a "Bookmark" in the Help file where your shortcut is defined. Simply click your mouse pointer on *Bookmark, Define...*, in the Bookmark name field type: Shortcut for Creating a Program Item, then click on the *Ok* button. Any time you access Program Managers Help, just click on Bookmark and select: Shortcut for Creating a Program Item. After the Help text is displayed, simply click your mouse on the annotation paper clip and your short cut is displayed.

If you have any questions on Windows Help, Annotation and Bookmarks, or any Windows questions please contact Kyle Wynn of End User Computing at 444-2859.

Lotus 1-2-3 Formatting Sequences

The following tip is from the Lotus 1-2-3 manual.

There are times you may need to apply formats to text which you can't format through the Wysiwyg menu commands. In these cases you can use a formatting sequence. Examples of when you might want to use these formatting sequences are in headers and footers, text added to a graph, specific characters within a cell, or when you need to subscript or superscript data.

To use a Wysiwyg formatting sequence:

1. Move to the cell that contains the text, press F2 (EDIT), and move the cursor to the left of the first character to format.
2. Press CTRL-a (▲ appears).

3. Type one of the codes from the following table. The codes are case-sensitive, so be sure to type uppercase or lowercase letters as they appear in the table.

4. Repeat steps 2 and 3 for each code you want to use. (For example, to format text as bold italics, press CTRL-a and then type b; press CTRL-a and then type i.)

5. If you are entering data, type the data you want to format. If you are editing data, move the cursor to the end of the data you want to format.

6. To stop using a particular code, press CTRL-e (▲0 appears) and then type the code you want to stop using. (For example, if you are using bold italics and want to stop using bold but continue using italics, press CTRL-e and then type b. Note: If the code consists of a number and a letter or symbol, such as 2_ for double underlining, type only the letter or symbol, and not the number; for example, to stop underlining, press CTRL-e and then press _).

   To stop using all codes and mark the end of the formatting sequence, press CTRL-n (▼ appears).

7. To remove formatting sequences, move the cell pointer to the cell that contains the formatting sequence, press F2 (EDIT), and use DEL or BACKSPACE to remove the formatting sequence characters.

Use	To format data as
b	Bold
d	Subscript
f	Flashing
i	Italics
u	Superscript
x	Data flipped on its x-axis (backwards)
y	Data flipped on its y-axis (upside down)
1_	Single underlining
2_	Double underlining
3_	Wide underlining
4_	Rectangular outline around data
5_	Strike-through characters
1c	Default color set with :Display Colors Text
2c to 7c	Red, Green, Dk blue, Cyan, Yellow, Magenta, respectively
8c	Reversed colors for data and background
1F to 8F	Font 1 to Font 8 from the current font set, respectively
1g to 6g	Shades of gray
1k to 127k	Spacing between characters
1o to 255o	Outline of characters
1r to 3r	Rotated text

You can use formatting sequence characters in Lotus 1-2-3 Release 2.3, 2.4, and 3.4. If you have any questions using formatting sequence characters or any other questions concerning Lotus 1-2-3, please call Irv Vavruska at 444-2858 or Jerry Kozak at 444-2907, both from End User Computing.

CorelDraw 3.0 Tips

CorelDraw is full of great tools for drawing and type manipulation.

Path-Ology

Text Attached to a path is linked to that path dynamically - - you can modify the text or the path separately without having to detach them from each other. The trick: Hold down the <CTRL> key and click on the text to select it. You're now free to format or edit it as you would any text block.

It's also easy to create and manipulate type. Let's say you're tightening the spacing between the letters of some large display type to make it easier to read. Try selecting the character and nudging it by pressing the appropriate cursor key until it's in place. (In this case, I make

sure the Nudge value in the Preferences dialog box is set to only 1 or 2 points.) You can also move multiple characters by holding down the <SHIFT> key while selecting them, or by dragging a selection marquee around them.

Conversions and Reversions

There's a faster way to convert existing text from paragraph to artistic mode, and vice versa. instead of changing mode and retyping, choose the Text tool, select the paragraph and choose Edit Copy. Then switch to the Pick tool and choose Edit Paste to create a new artistic text block. You can go the other way by selecting a block of artistic text and choosing Edit copy, then clicking and dragging with the Text tool to create a new frame, and then choosing Edit Paste. Remember: For this tip to work, you have to use the Text tool to select the text. If you have any questions contact Jerry Kozak at 444-2907 or Irvin Vavruska at 444-2858.

A Couple DOS 6.0 Tips

At some time you may suspect a problem resulting from your autoexec.bat or the configuration defined in config.sys. If you want to avoid executing your autoexec.bat and config.sys when booting up, simply press the F5 key when the message " Starting MS-Dos..." appears on the screen. This will by-pass what would be your normal configuration and load routines and start the computer with a basic configuration. Be aware that your usual system utilities may not be part of the basic configuration and therefore will not function.

If you receive a "Bad or missing command interpreter" statement after issuing a command, it is because your COMMAND.COM is not found in the current path. Execute the "PATH=" command first to modify the path to include the directory where the COMMAND.COM is located, then subsequent commands will function.

Likewise any device drivers that would normally be loaded via the autoexec.bat or config.sys will not be loaded. This includes your mouse and memory managers. These may be loaded manually.

The best thing to do though is to edit the autoexec.bat or config.sys to the proper setting and reboot after saving it. After rebooting, the system will load the changed configuration.

If the problem is not easily recognizable you can try rebooting and pressing the F8 key at the " Starting MS-DOS... " prompt. This will configure the system by executing the config.sys one line at a time. Each line will require a conformation prior to it's execution. Rebooting one line at a time may help you to find the bad line of code. After the config.sys is finished processing, you will be prompted for execution of the autoexec.bat, "Process AUTOEXEC.BAT [Y.N]?". A YES will run the entire autoexec.bat NO will bypass it completely. You cannot execute the autoexec batch file line by line.

If, for security reasons you don't want anyone to be able to start up your computer and bypass your system configuration, add this one line of code in your config.sys: SWITCHES/N .

For answers to questions about MS-DOS call us at End User Computing. Dave Howse 444-1593.

WinPost

Do you use lots of those little yellow sticky notes? Are they posted all over your PC, table, desk, etc?

End User Computing has found a handy program called WinPost which is an electronic copy of all those little yellow sticky notes. The advantage is that you don't waste paper and that they don't lose their stickiness and fall underneath or behind your desk.

What is WinPost? WinPost provides an easy-to-use facility for managing reminder notes for a Windows environment. Some of its many features include:

  Large number of configuration parameters, including note size, color, text font, etc.

  Each note provides a complete editing facility, including cut, copy and paste operations.

Notes can be displayed, hidden, or arranged via a mouse operation or a keystroke.

Print facility allows the user to print a single note or all notes.

Alarm Note feature allows the user to set a note to be displayed at specified date/time, accompanied by an optional alarm tune.

Search facility provides a way to sort through numerous notes rapidly.

Layout feature allows the user to organize notes into various categories.

Auto Saver feature saves all information to disk periodically so that not all data is lost in case of a power loss.

Plus much, much more!

If you are interested in using this program, discuss it with your supervisor, then contact Irv at 444-2858. We need to determine how many licenses we need to buy.

If you would like to see a demo of WinPost or you would like to have WinPost installed on your PC on a trial basis, discuss it with your supervisor, then contact Irv, Denny, Jerry, or Dave in EUC.

ZIP!Tips

Notes vs. Messages

Messages should be used only for brief one-way communications or when you need to send a message along with a document or file. Notes should usually be used instead of messages, especially when you expect to get some comments back from the recipient. You can't send a document or a file with a note, this can only be done with a message.

When you forward a message, ZIP!Mail adds mail routing information to the beginning of the forwarded message, potentially truncating the last few characters of the forwarded message. This can be alleviated by limiting your correspondence to ZIP!Mail "Notes". When a "Note" is forwarded, your comments

can be added to the "Note". After browsing the note, select "Forward", then "Edit". This brings up the ZIP!Mail Editor displaying the previous correspondence as well as providing space for your added comments.

Messages should be used when you need to send a brief explanation along with a document. However, don't attach a message when sending a document or file to a DEC mail user - employees of the Department of Transportation, DNRC, University Units or the Bozeman FW&P Office - as the DEC system can't receive messages attached to documents. The "Subject" field can be used instead.

If you have any questions regarding the use of notes or any other ZIP!Mail function, please call Kyle Wynn at 444-2859 or Sue Skuletich at 444-1392 both of End-User Computing.

Answers to "Smileys" :-)

1) I'm happy
2) I'm cool
3) I'm crying
4) I have a toupee
5) I'm tongue-tied
6) I'm cross-eyed
7) I accidentally shaved off one eyebrow
8) I need a haircut
9) I'm Santa Claus
10) I'm the Pope
11) I'm being tongue in cheek
12) I'm a punk rocker
13) I'm Elvis
14) I'm wearing a walkman
15) I'm a baseball player
16) I'm a pig
17) I'm a cow
18) I'm a baboon
19) I washed my goatee
20) I have heavy lipstick
21) I'm Charlie Chaplin
22) I'm Groucho Marx
23) I'm a hat salesman
24) I'm Ronald Reagan
25) I have a cold
26) I'm drunk
27) I'm a chef
28) I'm demonic
29) I'm fat
30) I'm a fat, drunk demonic chef with a cold

Calendar of Events

October 13 - Information Technology Manager's Group (ITMG) meeting.

End Notes

Clipper Users Group

A Clipper Users Group is being organized for state employees. Some of the possible goals of the group are sharing code and techniques; keeping current with new developments in the language; and developing an interface to the new state database standard.

Those interested in participating in the group should contact Jim Senkler at 444-0537.

Submit Articles

If you'd like to submit an article to *News and Views* for publication, please send it to Dan Mossman or Brett Boutin, either by ZIP!Mail or regular mail. The following schedule provides dates that articles must be received by in order to be included in the issues listed below:

November Issue	10/20/93
December Issue	11/19/93

ISD Network Assistance Center 444-2000

Have a problem? Need ISD assistance or support for any of your information processing needs--either voice or data? The central contact point is the ISD Network Assistance Center.

Training Information

All classes will be held in Room 210 at the Helena Vo-Tech center at 1115 N. Roberts, unless another location is specified. Please note that these costs are subject to change each July 1st.

To enroll in a class, **you must send or deadhead an enrollment application** to the State Training Center, HVTC, Helena, MT 59601. If you have questions about enrollment, please call 444-6800. *Once you enroll in a class, the full fee will be charged UNLESS you cancel at least three business days <u>before</u> the first day of class.*

The classes available and their costs are as follows:

Class Name	Cost	Length in Days
*MVS\ESA - Differences from MVS\XA	FREE	¼
Introduction to TSO/SPF	$ 85.00	1
*Introduction to JCL (Job Control Language)	340.00	4
*Introduction to CICS Programming	**	5
*Introduction to IDMS Database Programming	**	5
*IDMS ADS/Online	**	5
*Introduction to CULPRIT	255.00	3
*Subscripting in CULPRIT	FREE	¼
*CULPRIT Programming for IDMS	170.00	2
*Introduction to SAS: Module 1	21.25	¼
Module 2	21.25	¼
Module 3	212.50	2½
Introduction to Novell Networks	170.00	2
*Novell Network Administration	170.00	2
*Novell NetWare System Manager	**	3
*Novell NetWare Advanced System Manager	**	3
*Novell Netware Service & Support	**	5
PC Maintenance	170.00	2
PC Memory Management	85.00	1
*Windows Purchase, Installation and Use Considerations	FREE	¼
*Windows for the Technical Support Team	**	2
Beginning Microcomputer Skills	85.00	1
Fundamentals of DOS	85.00	1
Intermediate DOS	85.00	1
Introduction to Windows	85.00	1
*CorelDraw	85.00	1
CorelChart	42.50	½
CorelShow	42.50	½
Introduction to Quickref/Docview	FREE	¼
*Introduction to WordPerfect (5.0 or 5.1)	127.50	1½
Advanced Features of WordPerfect 5.2	127.50	1½
*WordPerfect Complex Document Functions	42.50	½
*More WordPerfect Complex Document Functions	42.50	½
*WordPerfect 5.1 Tables	42.50	½
*WordPerfect 5.1 Columns and Math Functions	42.50	½
*WordPerfect 5.1 Graphics	85.00	1
*WordPerfect Merge and Sort Functions	42.50	½

*WordPerfect 5.1 Macros	85.00	1
*WordPerfect 5.1 Tips and Tricks	FREE	¼
*Conversion from WordPerfect 5.0 to 5.1	FREE	¼
Conversion to WP 5.2 for Windows	42.50	½
Desktop Publishing for WP	85.00	1
*Spreadsheet Design and Documentation	85.00	1
Conversion to Lotus 1-2-3 for Windows Rel.4.0	85.00	1
Introduction to Lotus 1-2-3, (Release 2.4)	170.00	2
Intermediate Lotus 1-2-3, (Release 2.4)	85.00	1
*Lotus 1-2-3 WYSIWYG Features (Release 2.4)	42.50	½
*Lotus 1-2-3 Graphics (Release 2.4)	42.50	½
*Lotus 1-2-3, Release 3.1, 3-Dim. Spreadsheets	42.50	½
*Lotus 1-2-3 Printing (Release 2.4)	42.50	½
Freelance for Windows	85.00	1
*Freelance for Windows - Conversion	FREE	¼
*Lotus 1-2-3 Macros (Release 2.3, 2.4 or 3.1)	170.00	2
*Introduction to Lotus 1-2-3 Database Features	170.00	2
*Introduction to PFS:Professional File, Ver. 2.0	85.00	1
*Micro Database Concepts and Design	85.00	1
*Introduction to R:Base, Release 3.1	212.50	2½
*Advanced R:Base Release 3.1	170.00	2
R:Base Query and Reports (Rel. 3.1)	85.00	1
*R:Base Views (Rel. 3.1)	FREE	¼
*Intermediate R:Base (Rel. 3.1)	170.00	2
*State Telephone Training	FREE	¼
*Orientation to State's Computer Center	FREE	¼
*Introduction to IBM's Library Reader	FREE	¼

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*   This class is not scheduled during the time covered in this issue.

Training Calendar

Data Network/Mainframe Classes

October 21 a.m.	Introduction to IBM Library Reader
October 22 a.m.	Introduction to Quick-ref/Docview
November 16 & 17	Introduction to Novell Networking
November 30 a.m.	Introduction to IBM Library Reader
November 30 p.m.	Introduction to Quickref/Docview
December 9	Introduction to TSO/SPF

Microcomputer Classes

October 14	Intermediate DOS
October 20	Introduction to Windows
October 27, 28	PC Maintenance
November 1	Beginning Microcomputer Skills
November 3 a.m.	CorelChart
November 3 p.m.	CorelShow
November 4	PC Memory Management
November 22	Introduction to DOS
November 23	Intermediate DOS
December 1	Introduction to Windows
December 7	Freelance for Windows

Word Processing Classes

November 8	Conversion to WordPerfect 5.2 (Windows)
November 9, 10	Advanced Features of WordPerfect for Windows 5.2
November 18	Conversion to WordPerfect 5.2 (Windows)
December 2	Introduction to WordPerfect for Windows
December 20	Desktop Publishing for WordPerfect for Windows

Spreadsheet Classes

October 19	Intermediate Lotus
December 14, 15	Introduction to Lotus
December 16	Conversion to Lotus 4.0 (Windows)

Database Classes

October 5	R:Base Query & Reports

INTRODUCTION TO TSO/SPF: presented by Denny Knapp of the Application Services Bureau

DATE:	December 9, 1993
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	3270nd (Interactive Class on Terminal Operation)
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

"Introduction to TSO/SPF" is a hands-on workshop about using computer terminals (or PC terminal emulators) and the SPF editor. SPF is an easy-to-learn, menu-driven system used to enter data and programs into the State's mainframe computer. Entering data, changing data and submitting programs (jobs) for execution are covered in detail. Also covered are SPF's utility functions and the tracking of job output.

This course is essential for state government personnel using terminals or PC's linked to the State's central computer. It is a prerequisite for many other ISD classes.

INTRODUCTION TO I.B.M.'s LIBRARY READER: presented by Denny Knapp of the
Application Services Bureau

DATES & TIMES:	October 21, 1993 9 a.m. to 11 a.m.
	November 30, 1993 9 a.m. to 11 a.m.
PREREQUISITE:	None
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This free class will provide an introduction to the I.B.M. Online Library Reader software soon to be made available on the State personal computer network. Library Reader provides the ability to access, on-line from your workstation, the I.B.M. mainframe hardware and software manuals. This will greatly reduce the need for hard copy mainframe manuals. Library Reader provides several advanced capabilities such as indexed or approximate searches, hypertext linking, logical grouping of manuals into "bookshelves", user entered "margin notes", and much, much more. This session will have some hands-on work so class sizes will be limited.

INTRODUCTION TO QUICK-REF/DOCVIEW: presented by Dave Howse of the Application
Services Bureau

DATES & TIMES:	October 22, 1993 9:00 a.m. to 11:00 a.m.
	November 30, 1993 1:00 p.m. to 3:00 p.m.
PREREQUISITE:	Working knowlege of TSO/SPF
LOCATION:	Basement of the Teachers Retirement Bldg. at 1500 6th Ave.

This class is designed to introduce the QUICK-REF and the CA-DOCVIEW system to mainframe users. QUICK-REF is a "pop-up" quick reference tool for ISPF users. It provides rapid access to a variety of reference information, without forcing the ISPF user to interupt their current session. The type of information provided includes, but is not limited to, the following: MVS JCL syntax, Assembler Language syntax, MVS messages and codes, TSO command syntax, MVS reference summary, TSO Clist syntax, VTAM messages, JES2 syntax, DASD free space info, CICS messages and codes, COBOL syntax, and various independent software vendors messages. Participants will go through the fundamentals of using QUICK-REF in a real-time, hands-on session.

CA-DOCVIEW contains reference information on products supplied by Computer Associates, such as IDMS, Tape Management System, and ACF2. CA-DOCVIEW is availabe to mainframe users form the U option of ISPF. CA-DOCVIEW provides online access to information normally available only in hard-copy manuals. Participants will go through the fundamentals of using CA-DOCVIEW in a real-time, hands-on session.

INTRODUCTION TO NOVELL NETWORKING: presented by the staff of the Helena Vo-Tech Center

DATE:	November 16 and 17, 1993
TIME:	8:30 a.m. to 4:30 a.m.
PREREQUISITE:	Intermediate DOS
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will introduce students to the basic concepts of networking in the Novell 3.11 environment. Students will learn how to oversee the operation of a Novell network including managing hardware and software as well as how to set up users, directories, and security. It is important to understand that this course is not part of the CNE certification.

Microcomputer Classes

PC MAINTENANCE: presented by the staff of the Helena Vo-Tech

DATE:	October 27 and 28, 1993
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Working knowledge of DOS
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is designed to give participants insight into normal routine maintenance of the personal computer. Topics covered will be internal diagnostics, add-on cards, memory management, systems upgrades, hard disk performance tips, and routine troubleshooting techniques.

MEMORY MANGEMENT: presented by the staff of the Helena Vo-Tech Center

DATE:	November 4, 1993
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Intermediate DOS and Introduction to Windows
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will students an opportunity to work with memory configurations on the PC. Extended memory and expanded memory will be discussed. Other topics covered will be device drivers, disk caches, RAM disks, and configuring Windows. Some time will also be spent on interactive batch files.

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Helena Vo-Tech Center

DATE:	November 1, 1993
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Intermediate DOS and Introduction to Windows
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course will give participants brief hands-on experience with microcomputers. The following topics will be covered:

- The Machine
- The Operating System
- Word Processing
- Spreadsheets and Graphics
- File Management
- Communications

Most class time will be spent using microcomputers and software. This course helps develop a positive attitude toward using microcomputers and teaches their basic functions. This class--or its equivalent--is a prerequisite for our other microcomputer courses.

FUNDAMENTALS OF DOS: presented by the staff of the Helena Vo-Tech Center

DATE:	November 22, 1993
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Beginning Microcomputer Skills
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

"Fundamentals of DOS" is intended for microcomputer users who need to know more about controlling the microcomputer through its operating system. Programming experience is NOT required. Topics to be covered include:

- What is DOS? Why is it necessary to know about it?
- DOS names for peripherals
- File naming
- Set-up files such as CONFIG.SYS
- Internal DOS commands - DIR, ERASE, RENAME, TYPE, COPY and their variations
- External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE
- Interpreting batch files
- Backup procedures

INTERMEDIATE DOS: presented by the staff of the Helena Vo-Tech Center

DATE:	October 14, 1993
	November 23, 1993
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Fundamentals of DOS or equivalent
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed to follow the "Fundamentals of DOS" class and to give the user a better understanding of and increased ability to use DOS. It is not designed for programmers and does not cover all the advanced features of the operating system. The following topics are covered:

- ATTRIB
- Batch File Creation
    - EDLIN
    - Batch file commands
- JOIN
- LABEL
- MODE
- REPLACE

- DISKCOMP
- Filters (FIND, MORE)

- SELECT
- XCOPY

INTRODUCTION TO WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE:	October 20, 1993
	December 1, 1993
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Beginning Microcomputer Skills or three months of daily microcomputer use
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is a general introduction to Windows. It will cover the basics and show how Windows makes other applications easier to use and more productive. Topics will include:

- What are Windows - multi-tasking and task switching
- Using DOS applications
- Using Windows accessories and features
- Screen, window and menu navigation
- Window sizing and movement
- Customization

This course will not include training for system administrators and programmers. It will not cover Windows installation, maintenance or advanced features such as use for programming and file/directory management.

FREELANCE GRAPHICS FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE:	December 7, 1993
TIME:	8:30 am to 4:30 pm
PREREQUISITE:	Beginning Microcomputer Skills
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will give participants hands-on experience using Freelance for Windows to create many types of figures, drawings, graphs and screen shows. Students will learn to use Freelance's symbol library and freehand drawing capabilities and to link data from Lotus 1-2-3 spreadsheets to create a publication-quality chart or graph.

CORELSHOW 3.0 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE:	November 3, 1993
TIME:	1:00 p.m. to 4:30 p.m.
PREREQUISITE:	Familiarity with DOS, Windows, and CorelDRAW
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will give users of CorelDraw an opportunity to continue to build expertise in the component of CorelSHOW!. Students will learn to integrate drawings, charts, and other art for the purpose of creating a presentation. The presentation could be a computer screen show or a timed display. The presentation could also be recorded on slides, overhead transparencies, or paper.

CORELCHART 3.0 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE:	November 3, 1993
TIME:	8:30 a.m. to 12:30 p.m.
PREREQUISITE:	Familiarity with DOS, Windows, and CorelDRAW
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will give users of CorelDraw an opportunity to continue to build expertise in the component of CorelCHART. Students will learn to create up to 12 basic chart types using data imported from spreadsheet and database programs, or entered directly into CorelChart. The charts will then be imported into CorelDraw for presentations or publications.

Word Processing Classes

ADVANCED WORDPERFECT 5.2 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATE:	November 9 and 10, 1993
TIME:	8:30 a.m. to 4:30 p.m. on <u>first day</u>
	8:30 a.m. to noon on <u>second day</u>
PREREQUISITE:	Introduction to WordPerfect 5.0 and Introduction to Windows
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

For those already using WordPerfect for Windows 5.2, the advanced class will cover footnotes, column generation, sorting capabilities, dual document editing, font changes within a document, creation of style sheets and master documents, keyboard layout, the compose function and graphics.

CONVERSION TO WORDPERFECT 5.2 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATES:	November 8, 1993
	November 18, 1993
TIMES:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Introduction to WordPerfect and Introduction to Windows
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed for persons who are experienced with WordPerfect. It will cover the functional differences between WordPerfect for DOS and WordPerfect for Windows Version 5.2. An emphasis will be placed on the graphic user interface elements which make WordPerfect for Windows look and feel like other Windows products. Some of the many new features to be demonstrated include: pull down menus, pop-up lists, dialog boxes, Button Bar, and the File Manager.

DESKTOP PUBLISHING WITH WORDPERFECT FOR WINDOWS 5.2: presented by the staff of the Helena Vo-Tech Center

DATE:	December 20, 1993
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Introduction to WordPerfect for Windows 5.2
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will combine all the essential elements of desktop publishing--text, graphic images, and page design and layout--to create and print professional-looking documents. Students will work with fonts and type sizes, kerning, multicolumn formats, graphic lines, graphic boxes, and graphic images. Also covered will be use of the scanner to produce graphic images.

Spreadsheet Classes

INTRODUCTION TO LOTUS 1-2-3, RELEASE 2.4: presented by the staff of the Helena Vo-Tech Center

DATE:	December 14 and 15, 1993
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Beginning Microcomputer Skills
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is a generic introduction to Lotus 1-2-3 for persons with little or no Lotus experience. It will consist of instructions and hands-on practice, with lab time available for building spreadsheets of the participants' choosing.

The class will cover design, creation, printing and editing of spreadsheets. Additional topics will include selected graphic features, the use of formulae to connect spreadsheets, and the opening of multiple files at the same time. Students will learn about new WYSIWYG (What You See Is What You Get) features of Releases 2.3 and 3.1 such as enhanced printing of spreadsheets and graphs.

INTERMEDIATE LOTUS 1-2-3, RELEASE 2.3 OR 3.1: presented by the staff of the Helena Vo-Tech Center

DATE:	October 19, 1993
TIME:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Introduction to Lotus 1-2-3
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This course is intended for users of Release 2.3, 3.1 or 3.1+. It covers intermediate features of Lotus 1-2-3 for those who are familiar with Lotus basics. It consists of instructions and hands-on practice, with lab time available for building spreadsheets of the students' choosing.

The following topics will be presented:

- @ functions
- Date and time formats and functions

- Ranges--naming, hiding and protecting ranges; using range commands
- Global defaults
- Titles, windows and text editing

Time permitting, the following topics will be covered with some hands-on practice:

- Selected file functions and file linking
- Magellan Viewer Addin (available in Releases 2.3 and 3.1+ only)
- Auditor Addin (available in Releases 2.3 and 3.1+ only)

CONVERSION TO LOTUS 4.0 FOR WINDOWS: presented by the staff of the Helena Vo-Tech Center

DATES:	December 16, 1993
TIMES:	8:30 a.m. to 4:30 p.m.
PREREQUISITE:	Introduction to Lotus, Introduction to Windows or equivalent
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class is designed for persons who are experienced with Lotus. It will cover the functional differences between the DOS version of Lotus and Lotus for Windows Version 4.0. An emphasis will be placed on the graphic user interface elements which make Lotus for Windows look and feel like other Windows products.

Database Classes

R:BASE QUERY AND REPORTS, RELEASE 3.1:   presented by the staff of the Helena Vo-Tech Center

DATE:	October 5, 1993.
TIME:	8:30 am to 4:30 pm
PREREQUISITE:	Introduction to R:Base
LOCATION:	Helena Vo-Tech Center, 1115 North Roberts, Room 210

This class will expand on report writing topics covered in "Introduction to R:Base." Topics include writing reports using breakpoints and R:Base functions. Also covered will be more information about queries and views as they relate to reports.

CLASS ENROLLMENT APPLICATION

COMPLETE THIS APPLICATION _IN FULL AND SUBMIT IT AT LEAST_ _ONE WEEK PRIOR_ TO THE FIRST DAY OF CLASS

COURSE DATA

Course Requested: _____

Date Offered: _____

STUDENT DATA

Name: _____

Soc. Sec. Number (for P/P/P): _____

Agency **&** **Division**: _____/_____

Mailing Address: _____

_____

Phone: _____

How have you met the required prerequisites for this course? Explain, giving the class(es) taken, tutorial(s) completed, and/or experience.

_____

_____

_____

BILLING INFORMATION/AUTHORIZATION **MANDATORY**

Responsibility Center: _____

Authorized Signature: _____

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATION IS MADE THREE BUSINESS DAYS BEFORE
THE START DATE OF THE CLASS.

DEADHEAD OR MAIL COMPLETED FORM TO:
HELENA VO-TECH CENTER
COMPUTER TRAINING CENTER
1115 NORTH ROBERTS, HELENA 59601
FAX 444-6892

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